

Job Title: Operations Supervisor – Environmental Compliance

Department: Environmental Services

Immediate Supervisor: Superintendent

Origination Date:	07/01/2001
Revision Date:	09/01/2013
Job Grade	608
FLSA Status	Exempt

BRIEF DESCRIPTION OF THE JOB:

This position organizes and supervises the work of employees engaged in the operation and maintenance of either of the following City divisions: wastewater treatment facilities, wastewater collection system, water distribution system, water production and treatment, Environmental Compliance, or Sanitation. This position will assist in the planning, coordination, management and implementation of capital improvement projects and resources to ensure compliance with all state, federal, county and local regulations. Additionally, this position will generate reports, provide input for council presentations, provide leadership, direction, training, safety, and performance appraisals for employees. Monitor/manage operational budget.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS – ENVIRONMENTAL COMPLIANCE
1	L	Supervise employees: Write and evaluate performance appraisals, review work reports and ensure accurate compliance data reports, prepare work schedules, provide training and leadership, conduct staff meetings, provide professional development, participate in employee hiring process and enforce discipline when necessary.
2	M	Manage and oversee area of responsibility by providing technical assistance, guidance, training, conduct field inspections, and respond to internal and external customer inquiries; maintain compliance of county, state, and federal rules and regulations.
3	S	Demonstrate continuous effort to improve operations through new technologies, efficiencies and work processes. Works cooperatively to provide quality internal and external customer service.
4	S	Prepare and submit operational data and reports to the Superintendent. Prepare and submit necessary monitoring information to appropriate state and federal agencies for compliance with environmental laws and regulations. Represent the City and/or division at meetings of committees, advisory groups and regulatory agencies.

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Physical Strength Code		ESSENTIAL FUNCTIONS – ENVIRONMENTAL COMPLIANCE
5	S	Actively participate in the development and revision of job descriptions, standard operating procedures(SOP), department policies, performance measures, operational and strategic planning, emergency response, and safety programs.
6	S	Monitor for changes in laws and regulations that may affect department operations. Recommend changes to the current policies and procedures to comply with said changes; implement when approved.
7	L	Assist in the development and preparation of the annual division budget. Review and approve expenditures and prepare requisitions for materials, chemicals, supplies and equipment. Contact vendors regarding pricing and services required for effective operations.
8	M	Work with outside consultants, engineers and/or developers in the planning of the City's infrastructure. Review and comment on design documents and specifications for future system improvements. Represent the department in Water/Wastewater infrastructure planning and development.
9	S	Ensure that all staff is in compliance with safety rules and procedures by conducting regular safety inspections, safety tailgate meetings and safety policy review.
10	L	Manage the environmental monitoring database. Compile and prepare all permit reports and correspondence to ADEQ, EPA, and MCESD. Prepare permit renewals and amendments. Assist City Departments in the writing of new permits, correspondence, and permit fee payment.
11	L	Create, implement, educate and update state-of-the-art standard operating practices for the laboratory analysis per Arizona Dept. of Health Services and ADEQ.
12	L	Oversee the Industrial Pretreatment, the Cross Connection and the Water Quality programs by sampling and testing in accordance with standards and quality assurance requirements to ensure regulatory compliance. Oversee special laboratory analysis, sampling, projects, and final reports.

JOB REQUIREMENTS:

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Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Minimum five years experience in a related field.
Certifications and Other Requirements	Valid Driver's License, ADEQ Grade IV License in assigned area (i.e. Water Treatment, Water Distribution, Wastewater Treatment, or Wastewater Collections).
Reading	Work requires the ability to read manuals, letters, reports, graphical information, and engineering guidelines.

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JOB REQUIREMENTS	
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, division, percentages, formulas, factors, and decimals.
Writing	Work requires the ability to write clear and concise analytical letters, memos, and reports.
Managerial	Complex - Work requires supervising and monitoring performance for a regular group of employees including providing input on hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.
Budget Responsibility	Substantial - Has responsibility for final approval of at least one division budget and presents the budget(s) to Senior Management. Is authorized to approve division budgeted expenditures for both staff and resources up to the amount that requires the approval of Senior Management.
Policy/Decision Making	Significant - The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. More complex work as well as decisions with more significant impacts is typically reviewed prior to being finalized.
Technical Skills	Broad Application - Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Interpersonal / Human Relations Skills	High - In addition to the sharing of information, interactions at this level may also include providing advice to others outside direct reporting relationships on specific problems or general policies/procedures. In many of the interactions, contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.